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TAB A

STAFF ORGANIZATION AND PROCEDURE
IN THE
INTELLIGENCE DIRECTORATE

Rescission: DD/I N 1-139-17

I. Organization of the Office of the Deputy Director (Intelligence)

A. Executive Staff

The Executive Staff manages the flow and disposition of documents within the Office of the DDI; provides substantive information in support of the DDI; maintains a "control center" and "clearing house" for ad hoc requests (generally for finished intelligence), levied on the Intelligence Directorate by the DCI, the White House, and other high level requesters; serves as a central peg point for staff support in connection with Special Group, NSC, USIB, and other interagency meetings.

B. The Senior Intelligence Support Officer Team

In addition to other staffs, the Office of the DDI includes an informal group of senior officers engaged in liaison with key policy echelons of the Government as well as with appropriate divisions of DDP. This group is known as the Senior Intelligence Support Officer Team (SISOT) and includes officers working on this assignment either on a part-time or full-time basis.

C. Collection Guidance Staff

The Collection Guidance Staff supports the DDI on all matters involving intelligence objectives, collection problems (regardless of source), and requirements, either for collection of information or exploitation of source material; handles requests on behalf of

GROUP I
Excluded from automatic
downgrading and
declassification

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the DDI for US operational information; provides collection and special intelligence support for the CIA SIGINT Officer; acts in other capacities as directed by the DDI (e.g., reviews USIB matters falling in its area of responsibility).

D. Operations Center

The Operations Center supports the DDI and other senior agency officials by maintaining a means of guiding intelligence collection on urgent substantive developments through liaison with command and operations center in other agencies and through close relations with CIA collection assets in appropriate channels. The Operations Center also maintains up-to-date information on US military and other operations, deployments, contingency plans and capabilities and on the general collection capabilities of the intelligence community as required to support the consideration of and reaction to intelligence developments by senior agency officials.

E. Research Staff

The Research Staff engages in continuing research on problems of communist doctrine and practice and on special problems assigned by the DDI; handles matters pertaining to the DDI research program, including external research, on referral by the DDI.

F. Administrative Staff

The Administrative Staff coordinates the administrative support requirements of the offices in the Intelligence Directorate with the Comptroller, the General Counsel, and the DDS; develops and carries out administrative policies and procedures governing the Intelligence Directorate; advises the A/DDI/M and the DDI on organization, management and budget policy considerations affecting the whole Directorate; is responsible for arrangements concerning the establishment, support and guidance of DDI overseas elements; coordinates TDY travel overseas of DDI personnel.

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G. Role of Staffs

A major purpose of the Executive, Collection Guidance and Administrative Staffs is to facilitate the assignment, coordination, completion, and transmittal of papers. Offices within the Directorate are urged to call on the Staffs whenever their assistance may be of value. In cases where there is doubt as to which staff element of the O/DDI to consult, the Executive Staff should be queried as to appropriate assignment of staff responsibility. The staff structure of the O/DDI should not inhibit Intelligence Directorate components from having access to the DDI through normal command channels as appropriate.

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II. Procedures for Preparation and Submission of Papers

- A. Action assignments (other than administrative) directed by DDI to offices within the Directorate will be routed through either the Executive Staff or the Collection Guidance Staff, depending on the nature of the assignments; the two staffs will keep each other informed on these assignments for control purposes.
- B. Responses to action assignments, substantive papers, and correspondence intended for the attention of the DDI will be routed through the O/DDI Executive Staff for control purposes. Only in matters of urgency should a paper be hand-carried by the originator to the DDI (or, if necessary, to the DCI or DDCI), and in these cases the Executive Staff element should be advised as soon as possible by phone and an information copy routed to it.
- C. Action papers and correspondence will be properly prepared, coordinated, and assembled by the office to which action is assigned, and will be ready in all respects for forwarding to the ultimate addressee. Headquarters Notice [redacted] dated 3 April 1963 should be consulted for guidance in this respect.
1. Where appropriate, correspondence necessary for implementing proposals and recommendations (e.g., implementing papers for signature by the DDI, or higher authority) will be included. Questions as to form and procedure can be taken up with the Executive Staff.
2. A brief note, either on the routing slip or in a separate memorandum for record, should always accompany action papers and correspondence intended for approval or noting by the DDI. This note should indicate clearly what coordination has been accomplished with other DDI, Agency, or community elements, and should include brief explanations necessary for understanding the purpose or background of the proposed action or correspondence.
3. Sufficient copies for distribution, with prepared routing slips attached, will be included when appropriate.

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4. The use of any approved devices or techniques designed to facilitate rapid and accurate comprehension and handling of papers is encouraged. A paper longer than two pages should always be headed or covered by a summary; when intended for the DDI or higher authority, a paper longer than 15 pages should have a table of contents and index tabs indicating major subdivisions. Tabs may also be used to indicate portions of a paper meriting special attention.

D. The format of papers prepared by offices and staffs within the Directorate will be determined as follows:

1. In the absence of specific direction to the contrary, all papers for the DCI, the DDCI, or the Executive Director, whether requested or self-initiated, will be addressed "THROUGH" the Deputy Director (Intelligence) over the signature of the AD or the initiating officer.
2. Papers will occasionally be requested for the DDI's signature, in which case the "THROUGH" line will not be included.
3. Memoranda for the Record ordinarily bear the signature of the author.
4. The format for Current Intelligence Memoranda, ONE Memoranda, ORR Economic Memoranda and other unsigned published reports is determined by the issuing office in conformity with general procedures established for the Directorate of Intelligence.
5. "Blind" Memoranda, when specifically requested, will be headed simply MEMORANDUM, followed by a subject line, and will not bear a signature.

E. All substantive reports and papers, whether self-initiated or assigned, will be registered with the Special Register of OCR in the "Index to DDI"

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Projects". It is the responsibility of the action office to register papers immediately upon initiation and to deliver to the Special Register of OCR a record copy upon its completion.

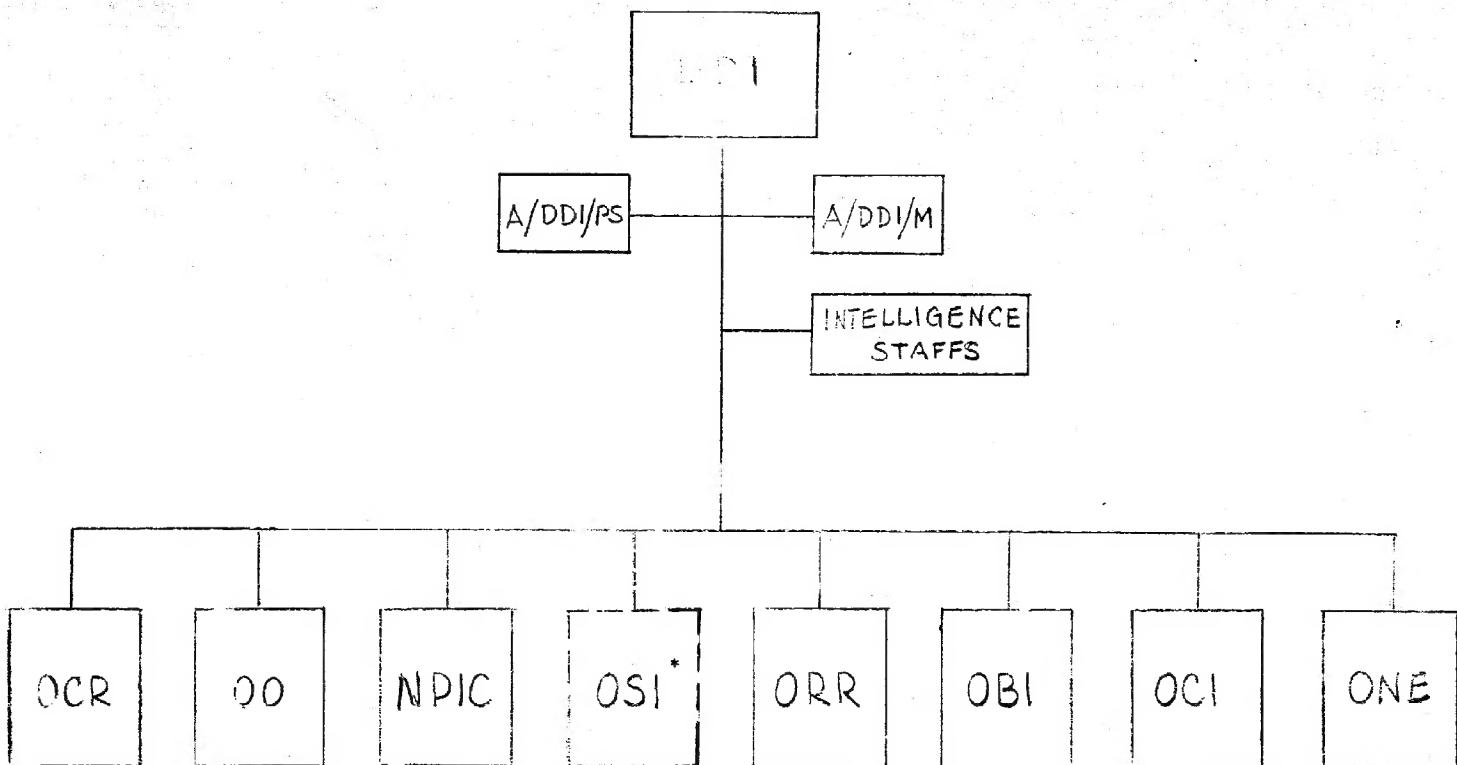
F. The Executive Staff of the Office of the DDI should be informed:

1. Whenever an action assignment (other than routine) is levied directly on an office by the Office of the DCI.
2. Whenever major new factors affecting an assignment arise.
3. Whenever there is misunderstanding of substance, content, or terms of reference of a project.
4. Whenever it appears that an assigned deadline cannot be met or will be met only at the last minute; whenever a new deadline is set by the initiator.

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DIRECTORATE OF INTELLIGENCE

TAB B

* DDI has over-all responsibility for production of finished intelligence (including the integration of scientific and technical intelligence produced by DD/SAT with other types of intelligence), its publication, and its dissemination outside of CIA.

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TAB C

PERSONNEL ASSIGNMENTS
IN THE OFFICE OF THE
DEPUTY DIRECTOR (INTELLIGENCE)

Deputy Director (Intelligence)	Ray S. Cline
Assistant Deputy Director (Management)	Paul A. Borel
Assistant Deputy Director (Policy Support)	Chester L. Cooper
Chief, Collection Guidance Staff Deputy Chief	J. J. Hitchcock
Chief, Research Staff Deputy Chief	
Chief, Administrative Staff Deputy Chief Assistant (Personnel) Assistant (Logistics)	
Assistant for Disarmament and Operations Support	
Executive Staff Officer	25X
Executive Staff Officer	
Administrative Officer, O/DDI	
Secretary to the DDI	
Secretary to the A/DDI/M	
Secretary to A/DDI/PS	

J. J. Hitchcock

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